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ABSTRACT

The findings of the eighth annual study of the counselor-counselee ratio among the 92 California public community colleges, as based on Fall semester records of 1972-73, are provided. The seven preceding surveys were previously reported (see ED 059 712). In determining the ratios, all colleges were asked to include only that portion of a counselor's time devoted to individual and group counseling, and all were asked to use the same criteria in reporting full- and part-time students enrolled in day graded classes. Of the 92 colleges, 75 operate on the semester plan and the remaining 17 are on the quarter system. The counselor-counselee range for semester colleges is from 1:359 to 1:1045; for quarter colleges, the range is 1:307 to 1:926. The semester colleges employ 659.33 full-time equivalent (FTE) day counselors to serve 397,086 day graded students, an average of 1:603, whereas the quarter colleges employ 105.25 FTE counselors for 50,360 day graded students, an average of 1:531. The total number of students in day graded classes decreased by 5791 (1.28%). The ratio of FTE counselors as compared with FTE day instructors for semester colleges was an average of 1:18.61, and for quarter colleges, the average was 1:16.18. Of the colleges, 89 (97%) indicated that there were now using or planned to use next year para-professionals in the student personnel area. The normal work week for full-time counselors ranged from 40 to 22-1/2 hours, with an average of 33.8. The rank order of the colleges for 1972 and 1971, together with number of FTE counselors, students in day graded classes, ratio of counselors to day instructors and to counselees, is tabulated. (DB)

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April 19, 1973

ED 075009

TO: Deans of Student Personnel, California Community Colleges

FROM: Jerry H. Girdner, Dean of Student Personnel, West Valley College

SUBJECT: RESULTS OF 1972-73 QUESTIONNAIRE ON COUNSELOR-COUNSELEE RATIO, ETC.

1. Attached is a copy of the findings of the eighth annual study of the counselor-counselee ratio among the 92 California public community colleges. The study is based on fall semester records (1972-73).

2. In determining the ratios, all respondents were asked to include only that portion of a counselor's time devoted to individual and group counseling (time assigned to student activities, registration, placement, financial aids, health services, evening counseling, administration, etc., was excluded). All colleges were asked to use the same criteria in reporting full-time and part-time students enrolled in day graded classes as reported to the state in the fall report, 1972 (page 2, line #189, form CCAF-130).

3. 75 of the 92 California community colleges operate on the semester plan and the remaining 17 are on the quarter system. The counselor-counselee range for semester colleges is from 1:359 to 1:1045. For semester colleges, Q_1 is 513, the median is 583, and Q_3 is 684. The range for quarter colleges is 1:307 to 1:926 and the median is 1:473. (In 1971-72 the 74 California colleges on the semester system had a Q_1 of 487, the median was 574, and Q_3 was 682; on the quarter system the median was 505.)

4. The semester colleges employ 659.33 full-time equivalent day counselors to serve 397,086 day graded students resulting in an average of 1:603. (The 1971-72 average was 1:604; two years ago the average was 1:594. The 17 colleges on the quarter plan employ 105.25 FTE counselors for 50,360 day graded students resulting in an average of 1:531 (45 higher than the 1:486 average reported last year and 73 higher than the 1:458 reported two years ago).

5. The total number of students in day graded classes decreased by 5791 students (from 453,237 in 1971-72 to 447,446 in 1972-73) -- down 1.28%. Last year the increase was + 7.84% and the previous year the increase was + 13.79%.

6. A second ratio has been added to the study this year -- FTE counselors as compared with FTE day instructors. The range for semester colleges is from 1:11.85 to 1:31.81 with an average of 1:18.61 and for quarter colleges the range is from 1:5.73 to 1:30.67, averaging 1:16.18.

JC 730 079

UNIVERSITY OF CALIF.
LOS ANGELES

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7. Three "piggyback" questions were included and the findings are as follows:

   a. 75 (82%) of the 92 California public community colleges operate on the semester plan and 17 (18%) are on the quarter plan. Last year there were 74 semester colleges and 18 quarter colleges for a total of 92.

   b. In ascertaining the trend to employ <u>para-professionals</u> in the student personnel area, respondents were asked if they were now employing or considering employing classified personnel next year in the categories listed below. This was a repeat question from 1970-71 and 1971-72 and the trend is to employ even more para-professionals (non-certificated staff members) than reported in the previous studies. 89 colleges (97%) indicated that they were using or next year planned to use para-professionals, as indicated below:

Category	Now Employ 1972-73		**Considering for 1973-74	
	#	*%	#	*%
Tutors	66	72%	0	0%
Financial Aids Officer/Director	63	68%	3	3%
Placement Officer/Director	60	65%	3	3%
Director of Admissions/Registrar	52	57%	2	2%
Counselor Aides	47	51%	8	9%
Recruiters	42	46%	2	2%
Course/Class Programmers	8	9%	7	8%
Other	20	22%	0	0%

   *Percent is of the 92 community colleges -- not of number responding to this question.

   **To ascertain the trend, only colleges <u>not</u> <u>now</u> <u>employing</u> para-professionals (in the categories listed) were tallied in these columns. By adding the two columns together you can ascertain the contemplated use of para-professionals in 1973-74.

   c. Another repeat question (included in the 1968-69 and 1971-72 studies) concerned the normal work week for full-time counselors. The 1972-73 range is from 40 hours to 22½ hours a week with a state average of 33.8. (Last year the average was 33.6 hours.) Several respondents indicated that committee assignments, in-service training and other extra curricular assignments were <u>not</u> included in the responses appearing in the bar graph below:

<u>Hours</u>	<u>Tally</u> (Number)
40	XXXXX XX (7)
37	X (1)
36	XXX (3)
35	XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX (50)
33	X (1)
32	XX (2)
30	XXXXX XXXXX XXXXX XXXXX XXXXX XX (27)
22½	X (1)

(N = 92)

For eight consecutive years we have had 100% participation, for which I thank you. You have been most cooperative.

JHG:mab

EIGHTH ANNUAL
STUDY OF COUNSELOR-COUNSELEE RATIO IN CALIFORNIA COMMUNITY COLLEGES
FALL SEMESTER 1972-73

by
Jerry H. Girdner, Dean of Student Personnel Services, West Valley College

COLLEGES ON SEMESTER SYSTEM (N = 75)

RANK (1972)	RANK (1971)		COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO DAY INSTRUCTORS	RATIO OF COUNSELORS/ COUNSELEES
1	5		IMPERIAL VALLEY	4.50	1617	1:15.15	1:359
2	16		VICTOR VALLEY	3.30	1216	1:17.27	1:368
3	10		CONTRA COSTA	11.82	4890	1:12.03	1:414
4	11		*TAFT	1.00	439	1:20.20	1:439 *
5	6		CONSUMNES RIVER	5.00	2239	1:14.92	1:448
6	8		MOORPARK	10.00	4498	1:15.00	1:450
7	3		COLLEGE OF SAN MATEO	16.60	7493	1:15.60	1:451
8	17		AMERICAN RIVER	19.00	8743	1:13.98	1:460
9	4		SKYLINE	5.33	2497	1:14.05	1:468
10	26		SACRAMENTO CITY	17.00	7983	1:15.57	1:470
11	27		BAKERSFIELD	12.47	5903	1:17.24	1:473
12	20		SAN JOSE CITY	13.87	6765	1:13.44	1:488
13	45		CUESTA	4.15	2033	1:17.10	1:490
14	15		COLLEGE OF MARIN	11.20	5628	1:12.76	1:502
15	12		SAN JOAQUIN DELTA	16.66	8430	1:13.45	1:506
16	1		LOS ANGELES SOUTHWEST	6.00	3043	1:13.04	1:507
17	35		*COLLEGE OF THE DESERT	4.00	2031	1:24.25	1:508*
18	23		MERCED	5.55	2826	1:14.14	1:509
			(QUARTILE ONE = 513)				
19	22		YUBA	5.90	3039	1:17.46	1:515
20	24		GROSSMONT	16.00	8257	1:13.08	1:516
21	19		MODESTO	10.90	5701	1:18.06	1:523
22	54		LANEY	13.50	7083	1:15.40	1:525
(23	28		WEST VALLEY	15.28	8047	1:11.85	1:527
(24	29		VENTURA	9.00	4746	1:18.52	1:527
25	2		CANADA	6.07	3205	1:15.68	1:528
26	55		MONTEREY PENINSULA	6.60	3495	1:14.78	1:530
27	14		WEST HILLS	1.27	681	1:31.23	1:536
(28	32		GLENDALE	7.40	3978	1:14.73	1:538
(29	62		PALO VERDE	.73	393	1:23.28	1:538
30	30		CYPRESS	10.20	5527	1:12.69	1:542
31	18		SANTA BARBARA CITY	9.06	4934	1:14.61	1:545
32	44		REEDLEY	3.16	1757	1:23.61	1:556
33	58		MIRA COSTA	2.32	1292	1:19.40	1:557
34	13		SOLANO	7.00	3967	1:13.86	1:567
35	31		SANTA ANA	6.13	3501	1:23.03	1:571
36	36		ALLAN HANCOCK	4.80	2765	1:20.80	1:576
37	37		SOUTHWESTERN	8.35	4844	1:16.80	1:580
38	56		SAN FRANCISCO CITY	24.77	14430	1:22.64	1:583
			(MEDIAN = 583)				
39	34		COMPTON	5.60	3279	1:17.85	1:585
40	39		MT. SAN ANTONIO	15.15	8895	1:18.81	1:587
(41	43		ANTELOPE VALLEY	3.95	2329	1:16.56	1:590
(42	21		HARTNELL	5.60	3305	1:14.42	1:590
43	Q	***	CABRILLO	9.00	5328	1:13.36	1:592
(44	40		SAN DIEGO CITY	7.32	4404	1:18.35	1:602
(45	51		SHASTA	5.50	3311	1:20.18	1:602

RANK (1972)	RANK (1971)	COLLEGE	TOTAL FTE COUNSELORS	STUDENTS IN DAY GRADED CLASSES	RATIO OF COUNSELORS TO DAY INSTRUCTORS	RATIO OF COUNSELORS/ COUNSELEES
46	53	COLLEGE OF THE SEQUOIAS	5.30	3221	1:22.07	1:608
47	52	DIABLO VALLEY	15.73	9696	1:16.53	1:616
48	48	LASSEN	1.50	954	1:15.67	1:636
49	38	LOS ANGELES TRADE-TECHNICAL	9.50	6094	1:26.21	1:641
50	42	PORTERVILLE	1.83	1178	1:22.85	1:644
51	46	FRESNO CITY	11.76	7590	1:18.59	1:645
52	70	PALOMAR	6.67	4326	1:22.41	1:649
53	50	SIERRA	4.80	3143	1:20.80	1:655
54	25	GOLDEN WEST	8.90	5919	1:18.20	1:665
55	33	PASADENA	14.50	9777	1:21.00	1:674
56	67	LOS ANGELES HARBOR	9.00	6137	1:19.00	1:682
		(QUARTILE THREE = 684)				
57	59	SANTA MONICA	11.70	8055	1:15.81	1:688
(58	41	SAN DIEGO MESA	10.85	7485	1:19.72	1:690
(59	47	WEST LOS ANGELES	4.40	3034	1:18.64	1:690
60	72	LONG BEACH CITY	16.60	11673	1:15.72	1:703
61	9	MT. SAN JACINTO	1.10	780	1:31.81	1:709
62	49	FULLERTON	14.77	10529	1:18.24	1:713
63	60	CITRUS	5.60	3999	1:24.91	1:714
64	61	RIVERSIDE	7.93	5730	1:25.72	1:723
65	57	CERRITOS	12.70	9284	1:16.30	1:731
66	66	COLLEGE OF THE SISKIYOUS	1.20	885	1:30.00	1:737
67	65	SAN BERNARDINO	7.85	769	1:24.84	1:770
68	63	ORANGE COAST	12.50	9681	1:18.46	1:774
69	64	RIO HONDO	7.46	5798	1:23.06	1:777
70	68	LOS ANGELES VALLEY	13.70	10696	1:20.29	1:781
71	7	*SANTA ROSA	6.90	5576	1:22.61	1:808
72	71	EAST LOS ANGELES	9.00	7474	1:20.64	1:830
73	69	LOS ANGELES CITY	13.20	12226	1:23.86	1:926
74	73	LOS ANGELES PIERCE	11.80	11474	1:22.63	1:972
75	74	EL CAMINO	12.57	13136	No answer	1:1045
		(TOTALS)	659.33	397086	Av. =1:18.61	Av.=1:603
		COLLEGES ON QUARTER SYSTEM (N = 17)				
1	3	BARSTOW	2.30	704	1:15.65	1:307
2	13	CHABOT	12.85	4059	1:14.25	1:316
3	6	DE ANZA	16.84	6348	1:10.55	1:377
4	4	**COLLEGE OF THE REDWOODS	7.55	3070	1:10.73	1:407**
5	5	FOOTHILL	13.40	5712	1:12.25	1:426
6	14	COLLEGE OF THE CANYONS	2.75	1220	1:13.09	1:444
7	2	COLLEGE OF THE ALAMEDA	7.50	3413	1:10.06	1:455
8	1	GAVILAN	2.67	1242	1:18.13	1:465
9	8	NORTH PERALTA (GROVE ST.)	3.55	1679	1: 5.73	1:473
		(MEDIAN = 473)				
10	7	FEATHER RIVER	1.00	484	1:25.00	1:484
11	15	SADDLEBACK	3.50	1814	1:20.57	1:518
12	9	MERRITT	10.50	6219	1:14.28	1:592
13	17	BUTTE	4.55	2797	1:16.81	1:615
14	10	CHAFFEY	8.43	5203	1:16.72	1:617
15	12	OHLONE	3.53	2409	1:18.70	1:682
16	16	NAPA	3.00	2755	1:30.67	1:918
17	18	COLUMBIA	1.33	1232	1:21.95	1:926
		(TOTALS)	105.25	50360	Av.= 1:16.18	Av.=1:531

* Does not include academic advisors
** Includes faculty advisors
*** Converted from quarter system to semester (4-1-4) system